

Parent Information Booklet

Santa Clara School

Updated: January 2024





Santa Clara School Prayer

Father in heaven
As a member of the Santa Clara
School community
I honour you today.

Thank you for all the gifts
we have received from you.






Help us to develop our talents
and grow daily more like Your Son,
Jesus.

Stay with us in all that we do
and help us in our work.

St Clare and St Dominic pray for us.



Contact Information

	Telephone	9251 0400
	Email	admin@santaclara.wa.edu.au
	Website	www.santaclara.wa.edu.au
	Facebook	@santaclaraschool
	Instagram	@santaclaraschoolstjames



Meet Our Leadership Team



**Clinton Payne,
Principal**

Joined the SC community at
the start of 2020.



**Denise Grech,
Assistant Principal**

Joined SC in 2015

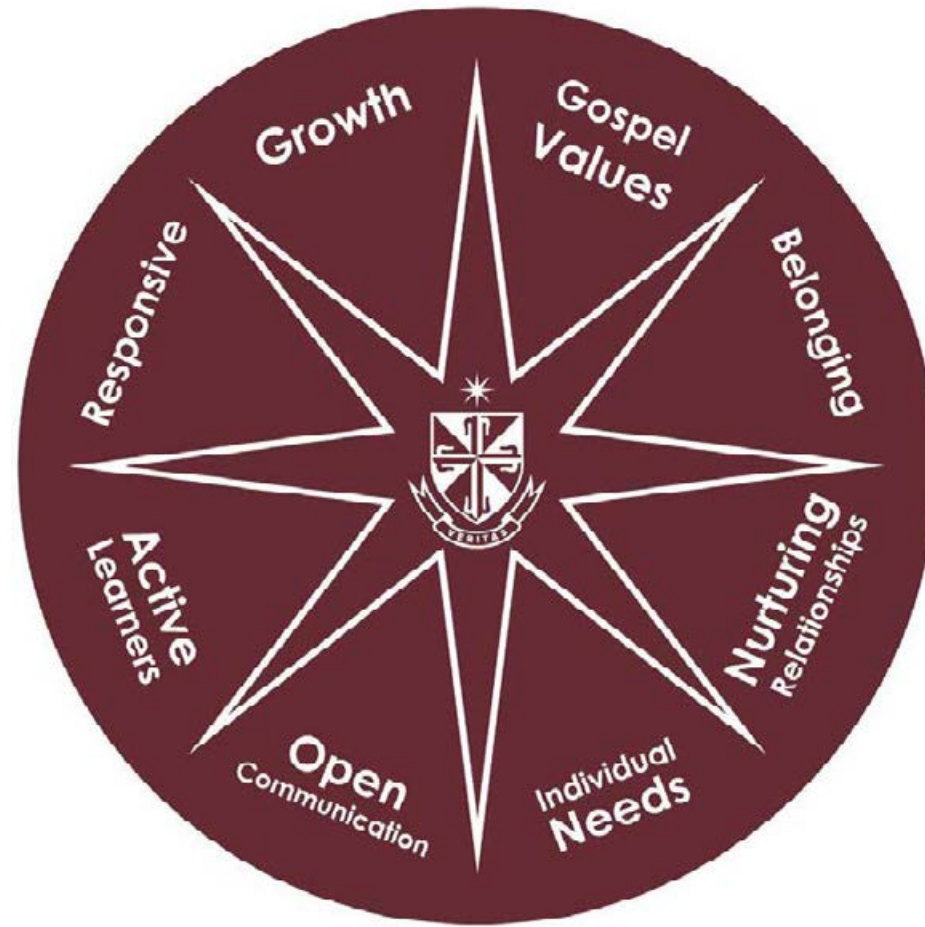


**Andrew Gaudoin,
Assistant Principal**

Joined SC in 2023.



Our Vision for Learning at Santa Clara School





2024 School Improvement Plan

- Catholic Identity – Faith Opportunities
- Strengths Approach to Wellbeing
- Wellbeing – Berry Street Education
- Wellbeing – URStrong Program
- Education – Instructional Range
- Aboriginal Perspective





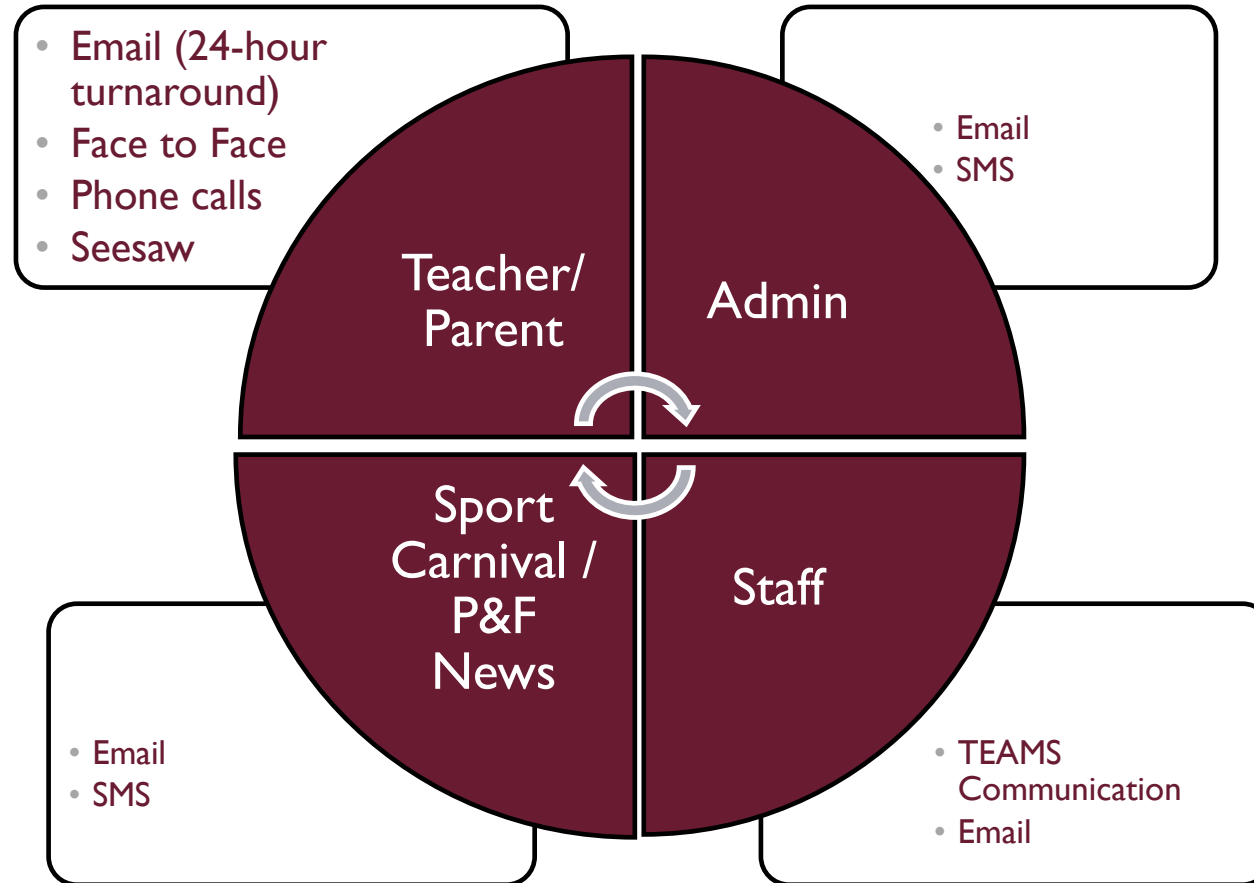
Wellbeing in Action at SC

- This year we are once again focusing on Character Strengths.
- Character strengths are the positive qualities individuals have as reflected in their thoughts, feelings, and actions, that promote the wellbeing of themselves and others.
- Why focus on Character Strengths? People who focus on their strengths are more confident, have higher levels of energy and vitality. They are also more resilient, perform better at work and are more likely to achieve their goals. When focusing on our strengths our body language naturally reflects this.





Modes of Communication in 2024



In promotion of wellbeing, there is no expectation for teachers and Admin to respond to emails after 4pm on weekdays and over the weekend/school holidays.



Whole School Communication Platform



In 2024 Seesaw is the platform that will be used to communicate between parents and teachers across Kindy to Year 6.

Teachers will ensure that reminders are consistently maintained and updated.

Teachers will privately message families via Seesaw.

Santa Clara School Seesaw Protocols

Purpose of Seesaw

Seesaw is used at Santa Clara School as a tool to enhance communication between school and home. It allows for streamlined communication of class level notices and the sharing and showcasing of student learning.

Protocols for Seesaw

1. Teachers use Seesaw's Announcements tab to communicate classroom information to parents/caregivers.
2. Teachers and parents/caregivers will use Seesaw or email to contact each other about child specific information.
3. Please 'like' your child's journal entries freely.
4. Work samples and photos that contain your child may be shared freely as you wish. However, parents/caregivers are not to share photos or videos that contain other students in the class as this is a breach of the school's Privacy Policy and Code of Conduct. Whole class or group photos must not be downloaded and shared with others. We ask that you please respect the privacy of other students in the class.



School Communication in 2024

SCHOOL INFORMATION

Fortnightly Newsletter



COMMUNITY NEWS

Facebook



CLASS NEWS

Seesaw



WEBSITE

Quick Links for Families



FACE TO FACE

Parent Meetings



PHOTOS

Photo Permission



SNAP SHOTS

Newsletter and on
Facebook / Instagram





School Times

PRE-PRIMARY TO YEAR 6

8.25 am - 8.40 am	Before school drop off supervision
8.40 am - 10.35 am	Session One (Crunch & Sip 10.20 am – 10.35 am)
10.35 am - 10.50 am	Recess
10.50 am - 12.50 pm	Session Two
12.50 pm - 1.30 pm	Lunch
1.30 pm - 3.00 pm	Session Three
3.00 pm	End of school day

KINDERGARTEN

(Wednesday,
Thursday, Friday)
8.50am-2.45pm

Early Close Days for Parent Meetings

(Wednesday 22/5 &
Wednesday 13/11)
8.40am-11.50am



Uniform – Kindy and Pre-Primary

- **Kindergarten (no set uniform)** - Play clothes. Sandals are acceptable but no thongs
- **Pre-Primary** - Sports uniform. Black velcro sneakers are preferable to lace-ups. Faction Shirt to be worn on Tuesdays
- Sun hat (School Hat PP)
- Spare clothing and underwear that is kept in school bag



Uniform Shop
Open
Wednesdays
9am



Uniform – Sports Uniform – All Year

- Burgundy Polo Shirt with School Crest or Year 6 Leavers Shirt to be worn on Mondays
- Faction Shirt to be worn on Tuesdays
- Black Rugby Knit Shorts with School Name or Burgundy Tracksuit Pants
- Burgundy Hat with School Crest
- Plain White Ankle Sports Socks
- Plain Black Sneakers
- Burgundy Tracksuit Jacket with School Crest
- Burgundy, Black or White Hair Accessories for Girls



Uniform Shop
Open
Wednesdays
9am



Uniform – Girls Uniform

- Unisex Shirt with Crest
- Black Culotte with School Name
- Burgundy Hat with School Crest
- Plain White Ankle Socks
- Plain Black Sneakers
- Tracksuit Jacket with Crest
- Burgundy, Black or White Hair Accessories
- Optional Black Unisex Trouser with School Name (Term 2 & 3 ONLY)

****Girls may wear black tights in Term 2 & 3****



Uniform Shop
Open
Wednesdays
9am



Uniform – Boys Uniform

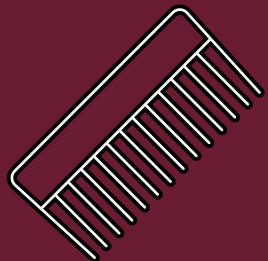
- Unisex Shirt with Crest
- Black Formal Shorts with School Name
- Burgundy Hat with School Crest
- Plain White Ankle Socks
- Plain Black Sneakers
- Tracksuit Jacket with Crest
- Optional Black Unisex Trouser with School Name (Term 2 & 3 ONLY)



Uniform Shop
Open
Wednesdays
9am



Uniform



Hair longer than shoulder length, which is past the eyes, ears or collar are required to tie it up or pin it back.

Extreme hairstyles are not permitted.

Hair ties and accessories must be the school colours or fabric.

A single watch

One single chain with crucifix or religious significance.

Earrings: one pair of small plain studs or sleepers.



Makeup and nail polish are not to be worn, this includes lip gloss, nail polish, eye makeup.

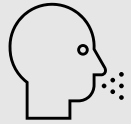
School Hats are to be worn all year round

NO HAT – Students play in Undercover Area





Illness, Special Needs, Allergies & Medication



Do not bring unwell children to school.



Please inform us in writing of any allergies, special needs or medication.



Please complete a Student Medication Request/Record Form – available from the office.



All medication must be stored securely in the school office.



Children with asthma or an EpiPen must have a Medical Action Plan.

Children must not attend school if they are unwell.



Food at School

CANTEEN - Morning tea and lunches are available from the school canteen each Monday and Friday. Orders can be placed through our canteen on-line service www.quickcliq.com.au – the link is also on our school website.

AVOID PLASTICS



CRUNCH 'N' SIP

A small piece of fruit or a few grapes etc for a mid-morning snack



NUT AWARE

Please avoid bringing nuts and nut products to school





Punctuality & Absences

ARRIVE LATE

Arriving at school after 8.40am (or 8.50am for Kindy)?

Arrival time after 8:40 am requires a parent or guardian to sign in at the office.

The student then takes a late slip to their class teacher.

LEAVE EARLY

Leaving school before 3:00pm (or 2.45pm for Kindy)?

Parent signs the student out at the office.

Hand the slip to the teacher when collecting your child.

Or hand the slip to the duty teacher when collecting during break times.

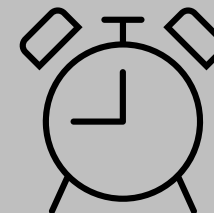
ABSENT

Sick or unable to attend school?

Inform the school of your child's absence by 9:15am by email including the date and reason they are away.

PUNCTUALITY

Arrive at least ten minutes before the bell to prepare for the day.





Community Code of Conduct



The 12 Conduct Statements

1. You act safely and competently.
2. **You give priority to students' safety and well-being** in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.



Dealing With Concerns

1

Parent / Teacher Meeting

2

Parent / Assistant Principal Meeting

3

Parent / Principal Meeting

The full procedure is available on our school website under Documents.

Initially, please raise any concerns you have with your child's class teacher. Should the matter not be resolved, a meeting with an Assistant Principal can be arranged.

If the matter is still not resolved, then a meeting with the Principal can be made to investigate further.



SANTA CLARA SCHOOL'S SYSTEM FOR STUDENTS

With Suggestions, Problems and Complaints

I'm not feeling safe...
I have a problem...
I have a complaint...
I have a suggestion...

What should I do...?



Sounds like you need to talk to someone. There are LOTS of people you can talk to. Any of the people below can help.

All students at Santa Clara have the right to feel SAFE and HAPPY at all times! At school, these are the people you can talk to if you ever feel unsafe, or have a problem, suggestion or complaint.

YOUR CLASSROOM TEACHER



Your classroom teacher is responsible for making sure you are safe, happy and learning at school. You can always talk to them.

OTHER STAFF YOU GET ALONG WITH



Sometimes you may not want to talk to your class teacher. Find a member of your trusted network or another staff member you trust and talk to them.

ASSISTANT PRINCIPALS



Mrs Grech & Mr Gaudion are always around if you need to talk to someone. They love listening to what kids have to say and can offer help.

PRINCIPAL



Mr Payne is in charge of everything that happens at Santa Clara, so he is always happy to talk to you about any problems you have.

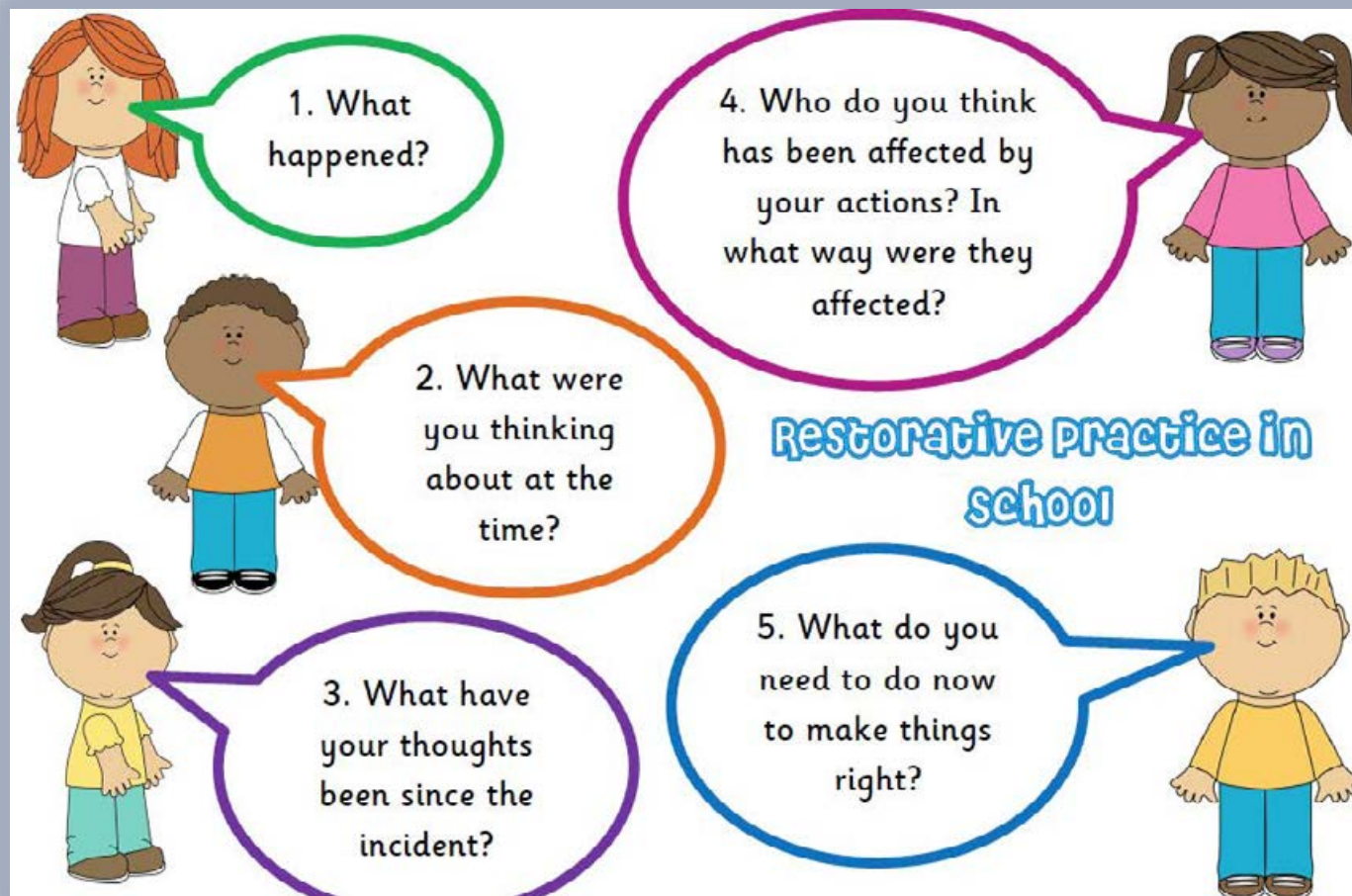


Behaviour Management

RESTORATIVE APPROACH

Restorative Practices assist teachers, students and parents to build, maintain and restore relationships.

Restorative Practices will help build capacity to enable students to self-regulate behaviour and contribute to the improvement of learning outcomes.





Behaviour Management

The full procedure is available on our school website under Documents.



First occasion: Reminder of appropriate behaviour, Verbal Warning (Warning).



Second occasion: Reminder of appropriate behaviour, Second Verbal Warning (Rethink).



Third occasion: Reminder of appropriate behaviour, Verbal Warning and Reflection Time, involving Think Sheet. Student moves to a reflection space and is given time to reflect on their behaviour (Reflect). Student re-joins the class.



Santa Clara School

Time to..... **stop and think!**



You have made choices that have caused you to need to 'stop and think' about it.

Name _____

Date _____

What was my behaviour?

What was the reason for my behaviour?

How did my behaviour affect others?

What is my plan to improve my behaviour?

Do I need to apologise to anyone? If so, to who and why?

Parent's Signature

Teacher's signature

Principal's Signature



Behaviour Management

The full procedure is available on our school website under Documents.

Any major behavioural incident that includes:

- Verbal abuse or discrimination;
- Physical abuse or discrimination;
- Disrespect of property, person or place;

the child will be sent to the office to speak to the Assistant Principal or Principal.





Support Program

Santa Clara School delivers a differentiated curriculum in all year levels and recognises the diverse needs of all students.

Support Programs are also available to a select group of students who may require extra assistance. At the commencement of each school year a range of assessments are conducted in both literacy and mathematics and the results are used to determine if a student is best placed in a small group intervention program.

MultiLit Program: Literacy support through specific phonemic instruction as well as opportunities to develop fluency and comprehension skills when reading.

MultiLit aims to fast-track student learning through focussed, intensive intervention – so students not only achieve success but also increase their self-esteem and confidence.





Academic Extension - SCiTEAM

Academic Extension at Santa Clara School is offered in the following ways:

Kindy to Year 2

In class extension through quality differentiated teaching practice. Our SCiTEAM Teacher and Pedagogical Practice Coach also work closely with staff providing enrichment to meet the educational needs of all students.

Years 3 to 6

- SCiTEAM Extension Group
- Tournament of Minds competition
- STEM Showcase





Digital Technology

Students in Years 4 to 6 participate in a 1:1 iPad program funded by an iPad levy detailed on your school fees.

STEM - Makerspace

All students will be immersed in the Makerspace throughout the year in our STEM program.

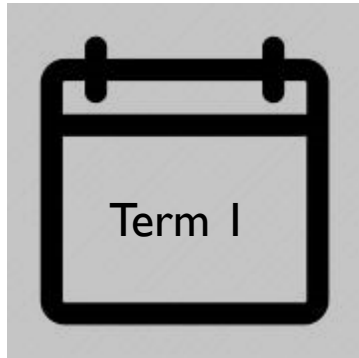
To develop students coding skills, we have a variety of robotics including Ozobots, Spheros and Beebots and Lego Mindstorm. We also have a green screen and 3D printers.



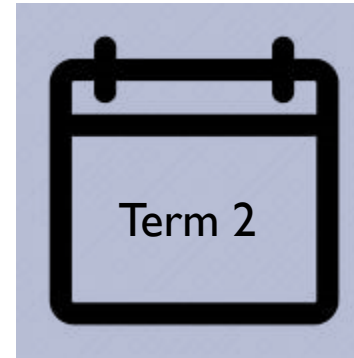


Assessment & Reporting

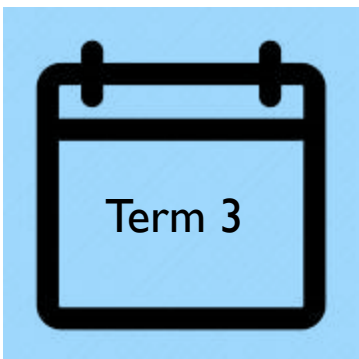
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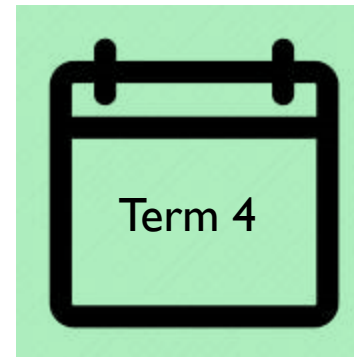
- ✓ Parent/Teacher Meetings upon request



- ✓ Formal Parent Meetings 22nd May 12:30pm-5:30pm
- ✓ Formal Mid Year Report



- ✓ Open Night
- ✓ Parent Meetings upon request



- ✓ Formal Parent Meetings 13th November 12:30pm-5:30pm
- ✓ End of Year Formal Report



Attending Special Events

Students are required to attend all major school events including Sports Carnivals and excursions, as well as activities associated with a year group such as Retreats, Sacraments, Assemblies and Masses.





School Fees & Finances

School Tuition Accounts

- Emailed to all enrolled families.
- Please select a payment option and return the form to the school office.
- Any families experiencing financial difficulties or a change in their personal financial circumstances are invited to a confidential meeting with the Principal.





Santa Clara P&F – We Need You!

The Santa Clara School P&F is a committee of parents who coordinate efforts to improve facilities at the school. It is a very active and energetic body acting for the benefit of the school that deserves your full and continual support.

Meetings times and dates are advised through the school newsletter. All parents are most welcome to attend and share their thoughts and ideas.





Class Parent Representatives

The role of a Class Representative is a central point of communication between families, the Santa Clara School P&F Executive, teachers and the school administration office.



Organising a class contact list and distribute to families accordingly.

Organising welcome morning teas for new parents and providing information to them relevant to their class.

Attend P&F meetings to act as a source of information for parents unable to attend.

Organising class get togethers such as morning teas, meals out, group family activities etc, to help create a strong community.



Out of School Hours Care

Santa Clara Out of School Hours Care is committed to providing an inclusive environment where all children can thrive socially, emotionally, and physically. A place where each child's potential is nurtured and developed.

To achieve this, we aim to provide safe, play-based learning experiences that are guided by the needs and interest of all children. Our educators value a freedom of choice and allow child-initiated experiences to become the forefront of our curriculum. We believe that giving children the autonomy to guide their experiences allows them to become confident and involved learners and ensures their individual identity flourishes.



Before School Care

7.00am – 9.00am
Monday to Friday

After School Care

2.45pm – 6.00pm
Monday to Friday

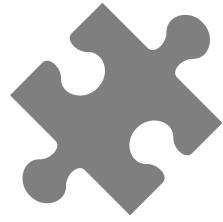
Pupil Free Day Care

7.30am – 6.00pm

Vacation Care

7.30am – 6.00pm
Monday to Friday





Everyone comes with them at least one,
and probably many pieces,
to someone else's puzzle.
Sometimes they know it, sometimes they don't
...and when you present your piece to another,
whether they knew it or not,
whether they know it or not,
You are a messenger from the most high.'
- Lawrence Kushner

